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# THE SHED

## **Job Description: Custodian**

### **About The Shed**

Opening April 5, 2019, where the High Line meets Hudson Yards on Manhattan's west side, The Shed commissions original works of art, across all disciplines, for all audiences. From hip hop to classical music, painting and sculpture to literature, film to theater and dance, The Shed will bring together leading and emerging artists and thinkers from all disciplines under one roof. The building—a remarkable movable structure designed by Diller Scofidio + Renfro in collaboration with Rockwell Group—physically transforms to support artists' most ambitious ideas. Committed to nurturing artistic invention and bringing creative experiences to the broadest possible audiences, The Shed, led by Artistic Director and CEO Alex Poots, is a 21st-century space of and for New York City.

### **About the Position**

The Shed has been designed to be a highly adaptable, flexible, and technologically advanced art and performance facility. Reporting to the Facilities Supervisor, The Shed seeks a Custodian to perform general cleaning, upkeep, and maintenance duties associated with the daily operations and event requirements of this multipurpose facility.

### **Key responsibilities include, but are not limited to**

- Aligning customer service with The Shed's mission to create a best-in-class visitor experience that is welcoming to all
- General cleaning and upkeep of offices, public lobbies, galleries, restrooms, event spaces, dressing rooms, and other public and service spaces
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers, and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, windows, and other surfaces
- Strip, clean, buff, and apply floor sealer and floor finish to hard surface floors; vacuum and shampoo carpets
- Respond to maintenance and emergency calls
- Utilize and maintain chemicals and supplies in a safe and effective manner
- Handle trash removal and recycling duties
- Other duties as may be required

### **Qualifications and Qualities**

- High school diploma or GED equivalent
- Prior experience working as a Custodian or similar role
- Experience working in a museum or cultural institution preferred
- Ability to work as part of a team or independently
- Can handle multiple tasks at once and prioritize importance to make sure deadlines are met in a timely manner
- Strong verbal and written communication skills
- Resilient and able to handle high-pressure situations without burning out
- Ability to stand for the duration of the shift and lift 75 lbs.

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- Complete all required safety training as scheduled
  - Comply with The Shed's Uniform Dress Code and maintain a neat and clean appearance
  - Other duties, responsibilities, and activities may change or be assigned at any time with or without notice
  - Able to work a variable schedule including nights, over-nights, weekends, and holidays

**Work Environment**

This job operates in a public assembly facility and professional office environment. Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate with other departments and exchange accurate information; operate a computer and other office productivity machinery; move about the workplace; remain in a stationary position for 10-15 percent of the time; and extend hands and arms in any direction. Must be able to climb ladders and crouch to access tight spaces.

**Compensation**

Compensation will be commensurate with experience. Please provide salary requirements with your application.

**Application Process**

Interested candidates should submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name. All submissions should be emailed to [hr@theshed.org](mailto:hr@theshed.org) with "Custodian" in the subject line. Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

The Shed is an Equal Opportunity Employer, committed to the goal of building a culturally diverse staff, and strongly encourages applications from minority candidates.